

Head Start Child & Family Development Centers, Inc Job Description

Title: Family Services Coordinator

Class:

Supervisor: Child & Family Services Manager

Office Location: To be Assigned

Job Summary:

The Head Start Family Services Coordinator is responsible for implementing the social service work plan by providing ongoing comprehensive support and case management services to families that promote family wellbeing, self-sufficiency, and social competency. This position is responsible for collaborating with community resources to assist with developing and maintaining family partnerships. The work is performed under the general supervision of the Child & Family Services Manager(s) and within guidelines established by federal and state agencies.

Job Responsibilities:

- Develop and maintain effective working relationships with families that demonstrate respect and understanding;
- Contact each family on a regular basis to follow up on program goals, offer services, and provide connections to the program;
- Work with families to develop Family Partnership Agreements that identify strengths, goals, and needed resources;
- Provide resources and referrals to families related to housing, employment, and financial literacy services when additional services/support is needed;
- Document and track follow-up needs, Family Partnership goals, health and dental concerns, and nutrition, hearing and vision concerns;
- Assist with improving parents engagement with their child's education;
- Assist parents with employment goals;
- Organize and facilitate family meetings, parent education, and parent involvement events;
- Implement Active Supervision Zoning when in classrooms or centers to ensure safe environments for all children;
- Exhibit an understanding of Head Start School Readiness in relation to educating families for their transition to Kindergarten;
- Ensure the availability of necessary developmental program materials;
- Document and report instances of suspected and/or known child abuse as required by law;
- Follow Head Start and USDA nutrition guidelines;
- Participate in recruitment, enrollment, outreach, referral, and consultation services for identified families as required;
- Assess educational and emotional development of each child and, in cooperation with parents;
- Work with the teacher on a daily basis to assure the needs of children and families are addressed and follow up is provided in a timely manner;
- Solicit and train parent volunteers for the center;
- Complete monthly reports required by funding and licensing authorities;
- Attend staff meetings, in-service training, etc;
- Attend community partnership meetings and trainings;
- Assure compliance with state and federal codes;
- Maintain good relationships with other community agencies and partners; and
- Other duties as required.

Work Environment:

- Perform home visits in a variety of locations, periodically will also be in a classroom setting; and
- Must be able to enter a client's home, climb stairs, and could come in contact with cigarette/cigar smoke, and a variety of pets.

Qualifications/Requirements:

- A Bachelor's or Associate's Degree in Social Work, or related Human Services Field; or
- A Bachelor's or Associate's Degree in or related to Early Childhood Education;
- Participate in at least 25 hours of continuing education each year;
- If hired, and when offered by the Agency, obtain the Head Start Social Services Credential;
- Thorough knowledge of preschool child's mental, emotional and social development process;
- Ability to work with preschool children as well as with parents;
- Ability to work flexible hours to meet the needs of families and program;
- Ability to plan and direct the work of others, and to secure their cooperation;
- Demonstrated computer literacy in email and word processing applications;
- Ability to prepare and maintain records and reports;
- Ability to demonstrate creative problem solving skills, patience, good judgment, and resourcefulness in agency work;
- Ability to pass criminal background check and health screening; and
- Possess a valid driver's license and access to an insured motor vehicle; required to travel for home visit purposes.

Physical Activity:

- Normal office procedures, able to lift and carry 50 pounds safely, sitting, standing, walking, bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning.

*Current and former Head Start parents are given preference for hire into positions for which they are qualified.

*Candidates for hire into all HSCFDC, Inc. positions must be comfortable working with diverse ethnic, racial, and religious backgrounds of the communities in which they are applying for work, and must be able to effectively communicate with the children and families of this community.